



Final Examination Nursing Administration

Department: Nursing Administration

Academic Year: Fourth Year

Course Name: Nursing Administration

Code: NuR401

Term: Second semester

Date: 19/6/2014

Time: 3 hours

Total Degree: 80

I. Multiple choice questions: (10 marks)

1- After making a documentation error, which action should the nurse take:

- a. Use correcting liquid to cover the mistake and make a new entry.
- b. Draw a line through it and write error above the entry.
- c. Draw a line through it and write mistaken entry above it.
- d. Draw a line through the mistake with initials above

2- Assignment record is documentation systems used:

- a. Narrative Charting
- b. Source-oriented charting
- c. Problem- oriented charting
- d. Focus charting



3- Record for distributing hours and days to cover the nursing personnel for each unit :

- a. Census record
- b. Master record
- c. Attendance record
- d. Time planned record

4- The conflict process flows in sequential stages that are:

- a. Latent, Felt and Perceived conflict.
- b. Latent, Perceived, Felt, Manifest and Conflict aftermath.
- c. Latent, Manifest and Conflict aftermath.
- d. Latent, Felt and Conflict aftermath.

5- Which of the following are the advantages of audio tape report:

- a. Increased patient and staff satisfaction.
- b. Participate in any decision.
- c. Obtain immediate feedback.
- d. Save times

6- When making cyclic time scheduling you should be consider:

- a. Proper number and mixes of personnel
- b. Decrease continuity of care
- c. Salaries
- d. Staff are blocked together



7- The following are types of motivation Except One:

- a. Competence, incentive, and power motivation
- b. Achievement, affiliation, control, and fear motivation
- c. Affiliation, fear, competence, incentive, and achievement
- d. Fear, competence, incentive, power, and motivation

8- The kardex include all the following Except One :

- a. Normal vital signs
- b. Permitted activities and functional limitation
- c. Critically ill patients
- d. Patient with operation

9- Daily shift report includes all the following Except One :

- a. Condition of incision and dressing if applicable.
- b. Color and amount of wound.
- c. Normal assessment data.
- d. Medical diagnosis or surgical procedure and its date.

10- Performance appraisal mistakes include all the folloiwng Except One:

- a. Horns effect



- b. Forced distribution
- c. Halo effect
- d. Central tendency error

II. True or false (15 marks)

Read the following statements carefully and circle the letter (T) if the statement is true and the letter (F) if the statement is false.

	Statement	T	F
1.	The primary nurse managing the patient's interaction with the entire health care system	T	F
2.	Nurse workload increase in factor system because daily classification	T	F
3.	Nursing assignment sheet is a master record for all hospital unit	T	F
4.	Induction means instructions given to an employee to be acquired by the agency's over all purpose and function	T	F
5.	Problem oriented charting is a method that uses a column format to chart data, action and response	T	F
6.	Source –oriented charting is used in daily shift report	T	F
7.	Prototype system, reflect amount of time needed to perform nursing task.	T	F
8.	In motivation, the manager ignores the money in link rewards to performance.	T	F
9.	Continuing education is formal education in the form of workshop.	T	F
10.	Structure standard focus on whether the activities within an organization are being conducted.	T	F
11.	planning straight shift of scheduling uses 12 hours	T	F



	Statement	T	F
12.	Formal evaluation should be conducted according to hospital policy	T	F
13.	Upward communication provides a means for motivation and satisfaction	T	F
14.	Kardex is type of written report to document patient data	T	F
15.	Competing is unassertive and uncooperative behavior to manage conflict	T	F

III-Situation

(5 marks)

In general hospital follow three shifts system (8 hrs for each shift), general medical ward , its capacity is 42 bed ; the occupied beds are 23 beds , 9 of them have pneumonia prepared for discharge; and 8 of them have liver cirrhosis with limited activities while the other 6 diabetic patients with acute symptoms.

According the previous situations circle the best answer:

1- Diabetic patients are:

- Self-care patient.
- Minimal care patient.
- Modified intensive care
- Intensive care patient.

2- The time required to do care for diabetic patients is:

- 7-8hrs/ day / patient
- 3-4 hrs/ day / patient.
- 10-14 hrs/ day / patient.
- 1-2 hrs/ day / patient

3. The number of nurses needed to do care for all patients in this ward is:

- 7-10 nurses



- b. 11-15 nurses.
- c. 4 -8 nurses.
- d. 9-12 nurses.

IV. Matching (5 Marks):

Answer	Colum (A)	Colum (B)
	1. performance appraisal	A. Persons perform work better when they are complimented for their favorable attitudes and co-operation.
	2. Affiliation motivation	B. Monitoring to ensure that interventions are performed on time and client outcomes are achieved on time
	3. Regulation	C. It is a measurement tool used to articulate the nursing workload for a specific patient over a specific period of time.
		D. It is a formal decision, indicating that health institution meet certain standards.
	4. Patient classification system	E. It is "the desire to become more and more what one is, to become everything that one is capable of becoming."
	5. Accreditation	F. a guideline that has been formalized by middle level which directs action that apply on a department to achieve some purpose

V. Short Answers (15 marks)

1. List (3) contents of nursing notes :

- 1. -
- 2. -
- 3. -



2. Enumerate (3) Records Used In Nursing Unit:

1. -
2. -
3. -

3. Mention (2) of guidelines used before the appraisal interview :

1. -
2. -



4. Identify(3) types of conflicts:

1. -

2. -

3. -

5. Enumerate (4) cases of keeping the nursing care plan up-to-date :

1. -

2. -

3. -

4. -

6. List (2) responsibilities of the conference leader :

1. -

2. -



7. Enumerate (6) contents of employment record:

1. -

2. -

3. -

4. -

5. -

6. -

8. Enumerate (2) advantage of computer scheduling:

1. -

2. -



9. List (2) components of staff development:

1-

2-

10. Enumerate (3) roles of nursing director:

1-

2-

3-



VI. Differentiate between the following (10 Marks)

Minimal Nursing Care	Partial Nursing Care.



Direction – Giving Conference	Reporting Conference



VII. Discuss the (TWO) following questions : (20 Marks)

1- Mrs. Fatma works as nursing supervisor at El Salam Hospital notice that most of the head nurses neglect conflict that arises among nursing staff and many nurses complain from this problem.

- A. From your point of view, why do head nurses neglect conflict resolution**
- B. As a supervisor what the conflict resolution strategies could be used in this situation?**



2. One of the head nurses' roles is to measure the extent to which the individual staff nurse's performance meet pre-determined standard of job.
- (1) Discuss this statement in the scope of the head nurses' role.
 - (2) Determine which the effective methods you could use to measure the staff nurses' performance.

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